

Attachments

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Telephone Interviews with State APS Representatives
Introductory Email

SUBJECT: Requesting information for BJS-sponsored elder abuse study

Dear __,

I am writing to request no more than 30 minutes of your time to conduct a telephone interview for a research study on the feasibility of using existing APS data to help estimate the prevalence of reported incidents of elder abuse, mistreatment, and neglect nationwide. My name is _____, and I am a research associate with the Urban Institute in Washington, DC. This study is sponsored by the federal Bureau of Justice Statistics (BJS), a part of the U.S. Department of Justice.

This fall, we will conduct an online survey of state and local APS agencies to learn whether they routinely collect a common set of case information that could be used to develop national statistics on reported elder abuse. The attached 1-page project description contains more information about our research approach.

In preparation for the online survey, we would like to speak with you to verify our understanding of the APS response in your state. Attached is a summary of background information we have compiled, including information from NAPSA's 2012 survey of state APS agencies. Additionally, we would like your input on the appropriate points of contact for our online survey in the fall.

Please let me know your availability for approximately a 30-minute telephone interview on one of the following days: **LIST POSSIBILITIES**.

Thank you for your consideration.

Sincerely,

For more information about the Urban Institute, please go to www.urban.org



Assessment of Administrative Data on Elder Abuse, Mistreatment, and Neglect (EAMN)

Problem Statement

Elder Abuse, Mistreatment, and Neglect (EAMN) is a growing concern as the population of elderly persons increases within the United States. Yet uniform and comparative statistics on incidents reported to Adult Protective Services (APS) agencies and related responses are not available nationwide due to widespread variation in states' legal definitions of elder abuse and reporting mechanisms for tracking cases. This lack of uniform data has impeded policymakers' abilities to adequately estimate and track the prevalence of EAMN reported to APS agencies, make comparisons across jurisdictions, and evaluate the effectiveness of responses to EAMN.

Project Purpose

This project is a first, exploratory step toward the creation of a nationwide statistical reporting system that would uniformly track the prevalence of EAMN that has been reported to APS agencies and responses to reported cases.

The Bureau of Justice Statistics (BJS)—through its grantee, the Urban Institute's Justice Policy Center—is assessing the feasibility of using existing data from APS agencies as the basis of a nationwide EAMN statistical reporting system. This project examines the extent to which APS agencies collect and maintain a common set of information about EAMN cases, as well as agency capacity to report statistical information about these cases.

Project Activities

- An **online survey of state and local APS agencies** is scheduled for the fall of 2013 and collects information on:
 - The specific scope of abuse reports that APS agencies respond to;
 - What types of individual-level case records APS agencies maintain (e.g., reports of suspected abuse, case investigations, case outcomes);
 - Victim-, perpetrator- and case-level characteristics that are maintained within APS agencies' record-keeping systems; and
 - Technical assistance and resources needed to participate in a nationwide statistical data collection.
- In preparation for the online survey, we are conducting **telephone interviews with state APS representatives** to verify our background research.

Project Results

The study's final report, scheduled for December 2014, will provide an overview of APS agencies' practices on detecting, reporting, and collecting data on EAMN. Specifically, the report will:

- Describe current data collection practices across states, including the processes by which EAMN cases are reported and types of data collected by APS agencies;
- Identify commonalities in reporting practices and data availability across states, as well as highlight gaps in key information; and
- Give recommendations to BJS on the feasibility and challenges of implementing a national EAMN data reporting system.

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The **Urban Institute** is a nonprofit, nonpartisan policy research and educational organization that examines the social, economic, and governance challenges facing the nation. It provides information, analyses, and perspectives to public and private decision-makers to help them address these problems and strives to deepen citizens' understanding of the issues and trade-offs that policymakers face.



Summary of Background Research
for Verification with State APS

A. Background Information	
State Name	California
Number of Counties	57
State APS Contact	
Name	Charissa Miguelino
Title	Adult Programs Policy & Operations Bureau Chief
Phone	(916) 653-1871
Email	charissa.miguelino@dss.ca.gov
Department Name	California Department of Social Services
Website	http://www.cdss.ca.gov/agedblinddisabled/Pg1298.htm
B. APS Organizational Structure	
Reported APS Level of Administration	County
Reported State Oversight if County Administered	No
C. Data on initial reports of suspected elder abuse, mistreatment or neglect (EAMN)	
Citizens report suspected EAMN to which level APS agency:	County
Individual records of initial reports maintained by (highest level):	State
D. Scope of APS investigations & extent of within-state variation	
APS investigations conducted by which level agency:	County
Age of clients served by APS:	Other
Does APS investigate routinely self-neglect?	Yes
What settings does APS routinely investigate?	Community- and Facility-based abuse
Uniform elder abuse case opening criteria applied throughout the state?	Yes
E. Data on APS investigations opened	
Individual records of investigations opened maintained by (highest level):	State

Summary of Background Research for Verification with State APS

F. Data on APS investigative outcomes	
Individual records of investigative outcomes maintained by (highest level):	State
F. Recommendations for fall 2013 online survey	
Recommended number of surveys (state + local):	58
Recommended unit of analysis	County
Urban Institute Reviewer Summary (draft)	<p>County APS agencies operate their own hotlines and conduct abuse investigations. Although all counties operate per statute and statewide regulations, each county manages its own staffing requirements and caseload practices. State APS does NOT monitor APS services; it has regulatory oversight and provides common form for initial reports of alleged abuse (SOC 341). This form describes the types of abuse alleged and the agency assignment. Counties are responsible for investigating community based abuse; ombudsmen (through state Department of Aging) have responsibility for facility based abuse investigations. State has (and collects from counties [and ombudsmen?]) a common reporting form for alleged abuse (SOC 341). It is uncertain who keeps the data on investigative results and outcomes, though the state APS agency did report on substantiated cases to the 2012 NAPSA survey.</p>
State contact for online survey	
Name	Charissa Miguelino
Title	Adult Programs Policy & Operations Bureau Chief
Phone	(916) 653-1871
Email	charissa.miguelino@dss.ca.gov
Department Name	California Department of Social Services
Local contacts for online survey (if needed)	
Contact Information for Local/Area Agencies	http://www.cdss.ca.gov/agedblinddisabled/PG1298.htm

Wave 1 Semi-Structured Interviews with State APS Reps

DRAFT Telephone Protocol, 9/12/13

Study Introduction and Informed Consent

My name is _____ and I am a research associate at the Urban Institute in Washington, DC. We are asking for your help in preparation for an online survey of APS agencies that will be launched this fall. This work is funded by the federal Bureau of Justice Statistics, within the U.S. Department of Justice, and they are part of a larger federal interagency working group on elder abuse. BJS is conducting a feasibility study to develop a national data system recording reports to APS agencies on elder abuse, mistreatment, and neglect. The goal is for this reporting system to include a combination of aggregate statistics and de-identified individual level data. The Urban Institute, as BJS' grantee, will be launching an online survey this fall to learn about APS agencies' data collection and reporting capabilities at the state and local levels. We are asking for your help today to identify the correct APS agencies and individuals to include in that online survey.

This interview should take no more than 30 minutes. I have a set list of questions to go through, but, essentially, I'd like to confirm the information on the summary PDF I emailed you earlier and ask a few follow-up questions. Do you have that handy? [resend if needed]. You'll see that we're interested in understanding how APS is organized in your state, what kinds of cases APS investigates, and how this relates to 3 different types of data that your agency may maintain.

Thank you again for taking the time to talk. Before we begin, I need to tell you that participating is completely voluntary. You can choose to skip any questions or stop participating at any time. Your responses will be used to describe the scope of APS data collection in your state and identify respondents for our fall 2013 online survey of APS data collection practices and capabilities.

Record Interview Date: _____

Record Interview Start Time: _____

Record Interviewer Name: _____

A. Background Information

Before we begin, is the contact information listed on your state’s summary form correct?
(Information on the state summary form will already populate the responses below. Briefly review the information to confirm its accuracy and modify as necessary.)

Question	Response Categories
<i>Items marked REVIEW are from the summary of background research. Our data entry form will already be populated and the information briefly confirmed.</i>	
1. REVIEW Name	<ul style="list-style-type: none"> • First name • Last name
2. REVIEW Title	<ul style="list-style-type: none"> • Text
3. REVIEW Phone number	<ul style="list-style-type: none"> • Text
4. REVIEW Email address	<ul style="list-style-type: none"> • Text
5. REVIEW Department name	<ul style="list-style-type: none"> • Text

If a Second person is included in the interview then gather their contact information	Response Categories
6. Name	<ul style="list-style-type: none"> • First name • Last name
7. Title	<ul style="list-style-type: none"> • Text
8. Phone number	<ul style="list-style-type: none"> • Text
9. Email address	<ul style="list-style-type: none"> • Text
10. Department name	<ul style="list-style-type: none"> • Text

B. APS Organizational Structure

Let's start with a review of the information about your state's APS organizational structure on the summary sheet. This comes from NAPSA's survey of APS agencies last year. Is this accurate, or have things changed? Could you give me a 1-2 minute introduction to how APS is organized and operates in your state? (*Information on the state summary form will already populate the responses below. Briefly review the information to confirm its accuracy and modify as necessary.*)

Question <i>Items marked REVIEW are from the summary of background research. Our data entry form will already be populated and the information briefly confirmed.</i>	Response Categories
11. Respondent's overview of how APS is organized. Could you give me a 1-2 minute introduction to how APS is organized and operates in your state? <i>Record details about case processing, tracking, and data, if offered.</i>	<ul style="list-style-type: none"> • Text
12. REVIEW Reported level of APS organization: Is it accurate to say that your program is <level> administered? <i>If other, ask respondents to specify what the level of organization is (e.g., area agencies on aging)</i>	<ul style="list-style-type: none"> • State • County • Other (specify _____)
13. If state administered: <ol style="list-style-type: none"> a. How many local APS offices are there within your agency? b. Is there another organizational level between the state and local agencies? c. How many are there? <i>Example: there may be 20 local APS offices in 3 regions.</i> 	<ul style="list-style-type: none"> • Number of local APS offices under state agency • Other organizational level (specify _____) • Number of the other organizational level
14. If county administered REVIEW: How many county APS agencies are there? Is it <number of counties>? <i>Note: APS may be consolidated into a single agency across some small counties.</i>	<ul style="list-style-type: none"> • Number of county APS agencies
15. If other administered: How many <other level> APS agencies are there? (<i>e.g., 6 regional APS agencies</i>)	<ul style="list-style-type: none"> • Number of other level APS agencies

Question**Response Categories**

Items marked REVIEW are from the summary of background research. Our data entry form will already be populated and the information briefly confirmed.

- | | |
|---|--|
| 16. REVIEW Reported state oversight if county administered
<i>Probe: What does the state oversee?</i>
<i>Data? Does state set policy, provide training, or monitor local APS?</i> | <ul style="list-style-type: none">• Yes (specify over what, esp. data___)• No |
| 17. If other administered:
Does the state agency have oversight responsibility?
<i>Probe: What does the state oversee?</i>
<i>Data? Does state set policy, provide training, or monitor local APS?</i> | <ul style="list-style-type: none">• Yes (specify over what, esp. data___)• No |

C. Data on initial reports of suspected EAMN

The next questions are about how initial reports of suspected abuse, neglect, or exploitation are made, and where that information is recorded. Again, let's start by confirming the information from your state's summary sheet. (*Information on the state summary form will already populate some responses below. Briefly review the information to confirm its accuracy and modify as necessary.*)

Question <i>Items marked REVIEW are from the summary of background research. Our data entry form will already be populated and the information briefly confirmed.</i>	Response Categories
<p>18. REVIEW From our background research, we gathered that a <state, county, other> level agency receives the initial reports of suspected abuse. Would you say that's correct?</p> <p><i>Note: County, regional, or local offices of a state agency should be classified as state.</i></p> <p><i>Probe: Are the staff employees of the state, county, or another other organization?</i></p>	<ul style="list-style-type: none"> • State • County • Other (specify___) • Multiple agency types (specify___) • Notes field for detailed description of how cases are reported and recorded, if offered.
<p>19. To clarify, when a concerned citizen wants to report suspected abuse, neglect or exploitation, is that who they contact? Is there anyone else?</p> <p><i>If the response is law enforcement, probe further: Is it a particular law enforcement agency (to distinguish local agency from state)? Who does law enforcement contact?</i></p>	<ul style="list-style-type: none"> • Enter text • Update #18 if needed
<p>20. Also to clarify, when a mandatory reporter or a professional such as a paid caregiver, healthcare provider, or bank employee wants to report suspected abuse, neglect or exploitation, is that also who they contact? Is there anyone else?</p> <p><i>If the response is law enforcement, probe further: Is it a particular law enforcement agency (to distinguish local agency from state)? Who does law enforcement contact?</i></p>	<ul style="list-style-type: none"> • Enter text • Update #18 if needed

Question	Response Categories
<p><i>Items marked REVIEW are from the summary of background research. Our data entry form will already be populated and the information briefly confirmed.</i></p>	
<p>21. Are law enforcement officers like police or sheriffs required to make a report to APS when they find out about possible vulnerable adult abuse? For example, when someone calls the police or when police respond to a call for service.</p>	<ul style="list-style-type: none"> • Yes • No • Notes field for any details offered.
<p>22. Are prosecutors required to make a report to APS when they find out about possible abuse? For example, when a prosecutor is asked to investigate fraud, exploitation, neglect or abuse.</p>	<ul style="list-style-type: none"> • Yes • No • Notes field for any details offered.
<p>23. Is that initial report of suspected abuse recorded in an electronic database?</p>	<ul style="list-style-type: none"> • Yes • No • Notes field for any details offered.
<p>24. If yes, is the initial data entry into a state, county, or other database?</p>	<ul style="list-style-type: none"> • State • County • Other (specify _____) • Notes field for any details offered
<p>25. REVIEW. What is the highest level agency where those individual reports get submitted to, regardless of whether they are paper or electronic records? What's the name of the agency/division that houses those records?</p> <p><i>Note: County , regional, or local offices of a state agency should be classified as state.</i></p> <p><i>Probe: Are the staff employees of the state, county, or another organization?</i></p>	<ul style="list-style-type: none"> • State (agency name _____) • County (agency name _____) • Other (agency name _____) • Notes field for any additional detail offered by respondent.
<p>26. How many agencies would we need to contact to obtain full statewide data about initial reports of suspected abuse?</p>	<ul style="list-style-type: none"> • Enter number (1 if a single state agency, more if counties or other entities involved)
<p>27. Are you the best, central point of contact to speak with about the specific types of information collected in these initial reports?</p>	<ul style="list-style-type: none"> • Yes • No
<p>28. If no, please suggest another contact person</p>	<ul style="list-style-type: none"> • Name • Title • Agency (confirm if same agency as where the data are housed)

Question**Response Categories**

Items marked REVIEW are from the summary of background research. Our data entry form will already be populated and the information briefly confirmed.

29. If multiple agencies (e.g., counties or regions) where can I get contact information for each agency?

- Enter text

D. Scope of APS investigations & extent of within-state variation

Now I would like to ask about the scope of cases that APS agencies in your state investigate, starting with the information on your state's summary sheet. (*Information on the state summary form will already populate the responses below. Briefly review the information to confirm its accuracy and modify as necessary.*)

Question <i>Items marked REVIEW are from the summary of background research. Our data entry form will already be populated and the information briefly confirmed.</i>	Response Categories
30. REVIEW What <level> agency conducts APS investigations? <i>Note: County, regional, or local offices of a state agency should be classified as state.</i> <i>Probe: Are the investigators employees of the state, county, or other agency?</i>	<ul style="list-style-type: none"> • State • County • Other (specify _____)
31. REVIEW Confirm or ask (if other): What's the age range of clients served by APS?	<ul style="list-style-type: none"> • Text
32. REVIEW From looking at state legislation, it seemed to us that APS does/does not routinely investigate self-neglect. Is that correct?	<ul style="list-style-type: none"> • APS investigates self-neglect • No • Notes field for any clarification offered (e.g., if APS investigates some but not all self-neglect cases)
33. REVIEW From the NAPSA survey, we gathered that APS does/does not routinely investigate facility-based abuse. Is that correct?	<ul style="list-style-type: none"> • APS investigates facilities • No • Notes field for any clarification offered (e.g., if APS co-investigates with another agency, or if a subset of facilities are investigated by another agency)
34. What types of abuse are exclusively investigated by agencies other than APS?	<ul style="list-style-type: none"> • APS investigates all types of abuse • Some types of abuse are exclusively investigated by other agencies

Question**Response Categories**

Items marked REVIEW are from the summary of background research. Our data entry form will already be populated and the information briefly confirmed.

35. Please specify the other agencies and the types of cases they investigate.

For each non-APS agency or case type:

- Name of the non-APS agency
- Whether it is a state, county or other type of agency (specify)
- The purview of its investigations (may include some predefined categories such as institutions or financial abuse)
For example, Department of Health = state agency = investigates abuse in licensed facilities

36. At what level are the criteria for opening an APS investigation set?

- State
- County
- Other (Specify _____)

37. How does APS decide which reports to investigate?

- Enter text

38. REVIEW. How much discretion do local areas have to decide which reports will have an investigation opened? For example, would the same set of circumstances result in a case being opened in two completely different parts of the state?

- Same criteria across state
- Local areas have discretion within statutory parameters

Probe if yes, uniform criteria: Do you mean that the statutory criteria are the same across the state? Do local areas have discretion within those parameters? Do some local areas use wider or narrower case opening criteria than others?

39. Is it fair to say there are **potentially ### sets of criteria for opening an APS investigation** in your state?

- Enter number (1 if uniform criteria are used throughout the state, more if there are different sets of criteria. Use maximum number of local units if each one can make its own case selection rules.)

E. Data on APS investigations opened

The next questions focus on data about the investigations that APS opens. (*Information on the state summary form will already populate the responses below. Briefly review the information to confirm its accuracy and modify as necessary.*)

Question	Response Categories
<p>40. When APS opens an investigation, is that recorded in an electronic database?</p>	<ul style="list-style-type: none"> • Yes • No • Notes field to record any additional detail offered by respondent.
<p>41. If yes, is the initial data entry into a state, county or other database? <i>Note: County , regional, or local offices of a state agency should be classified as state.</i> <i>Probe: Are the staff employees of the state, county, or another other organization?</i></p>	<ul style="list-style-type: none"> • State • County • Other (specify _____) • Notes field for any other detail offered by respondent.
<p>42. REVIEW. What is the highest level agency that those individual records on new APS investigations get submitted to? What's the name of the agency/division that houses those records? <i>Note: County , regional, or local offices of a state agency should be classified as state.</i> <i>Probe: Are the staff employees of the state, county, or another organization?</i></p>	<ul style="list-style-type: none"> • State (agency name _____) • County (agency name _____) • Other (agency name _____) • Notes _____ (e.g., if respondent specifies that state receives a subset of fields collected locally)
<p>43. How many agencies would we need to contact to obtain full statewide data about investigations opened by APS?</p>	<ul style="list-style-type: none"> • Enter number (1 if a single state agency, more if counties or other entities involved)
<p>44. Are you the best, central point of contact to speak with about the specific types of information recorded about APS investigations?</p>	<ul style="list-style-type: none"> • Yes • No
<p>45. If no, please suggest another contact person</p>	<ul style="list-style-type: none"> • Name • Title • Agency (confirm if same agency as where the data are housed)
<p>46. If multiple agencies (e.g., counties or regions) where can I get contact information for each agency?</p>	<ul style="list-style-type: none"> • Enter text

Question**Response Categories**

Items marked REVIEW are from the summary of background research. Our data entry form will already be populated and the information briefly confirmed.

47. How often do law enforcement officers, like police or sheriffs' deputies, participate in or continue an APS investigation (beyond accompanying an APS worker for safety reasons). <i>Read choices aloud.</i>	<ul style="list-style-type: none">• Rarely or almost never• Less than half the time• About half the time• More than half the time• Almost always
48. Are there particular types of cases when this happens? <i>Probes: What types of cases require such involvement?</i>	<ul style="list-style-type: none">• Notes field for added description
49. How often do prosecutors participate in or follow up on an APS investigation. For example, by launching a criminal investigation and/or pressing charges. <i>Read choices aloud.</i>	<ul style="list-style-type: none">• Rarely or almost never• Less than half the time• About half the time• More than half the time• Almost always
50. Are there particular types of cases when this happens? <i>Probes: What types of cases require such involvement?</i>	<ul style="list-style-type: none">• Notes field for added description

F. Data on APS investigative outcomes

This next to last set of questions is about when APS makes a finding or otherwise concludes a case. (Information on the state summary form will already populate the responses below. Briefly review the information to confirm its accuracy and modify as necessary.)

Question <i>Items marked REVIEW are from the summary of background research. Our data entry form will already be populated and the information briefly confirmed.</i>	Response Categories
51. When APS closes an investigation, are the date and findings recorded in an electronic database?	<ul style="list-style-type: none"> • Yes • No • Notes field for any other detail offered
52. If yes, is that initial data entry into a state, county or other database? <i>Note: County , regional, or local offices of a state agency should be classified as state.</i> <i>Probe: Are the staff employees of the state, county, or another other organization?</i>	<ul style="list-style-type: none"> • State • County • Other (specify _____) • Notes field for any other detail offered
53. REVIEW. What is the highest level agency that those <u>individual records with APS determinations and case outcomes</u> get submitted to? What's the name of the agency/division that houses those records? <i>Note: County , regional, or local offices of a state agency should be classified as state.</i> <i>Probe: Are the staff employees of the state, county, or another organization?</i>	<ul style="list-style-type: none"> • State (agency name _____) • County (agency name _____) • Other (agency name _____) • Notes _____ (e.g., if respondent specifies that state receives a subset of fields collected locally)
54. How many agencies would we need to contact to obtain full statewide data about the determinations or outcomes of APS investigations?	<ul style="list-style-type: none"> • Enter number (1 if a single state agency, more if counties or other entities involved)
55. Are you the best, central point of contact to speak with about the specific types of information recorded about APS determinations?	<ul style="list-style-type: none"> • Yes • No
56. If no, please suggest another contact person	<ul style="list-style-type: none"> • Name • Title • Agency (confirm if same agency as where the data are housed)
57. If multiple agencies (e.g., counties or regions) where can I get contact information for each agency?	<ul style="list-style-type: none"> • Enter text

G.Recap & recommendations for fall 2013 online survey

Thank you. We're just about done. I'd like to do a final review of what I've learned.

Question	Response Categories
<p><i>Items marked REVIEW are from the summary of background research. Our data entry form will already be populated and the information briefly confirmed.</i></p>	
<p>58. REVIEW. Please review the summary on the background information sheet. Is that generally accurate? What needs to be corrected?</p>	<ul style="list-style-type: none"> • Enter text
<p>59. REVIEW. Based on what we discussed, it sounds like our initial estimate of APS agencies to survey was right/wrong. Would you agree that surveying the state plus ## counties / regions / localities would get at the full range of how decisions are made to open cases, and where data are housed. <i>Recap #13-15, 23-24, 40-41 and 47-48</i></p>	<ul style="list-style-type: none"> • Enter number 1 for state agency • Enter 0-## localities and specify unit of analysis • Auto-calculate total number of surveys
<p>60. REVIEW. Would you be the most appropriate person at the state level to participate in our online survey about data capabilities? If not, please suggest an alternate contact person.</p>	<ul style="list-style-type: none"> • Name of state contact • Title of state contact • Agency of state contact
<p>61. REVIEW. If local surveys are needed: What is the best place to find out contact information for the local agencies?</p>	<ul style="list-style-type: none"> • Enter local area contacts

This has been very informative. Thank you again for your time. I'm going to send you a summary of my call notes within the next day or two, so you have an opportunity to review this and point out any inaccuracies. Please do not hesitate to contact me if you have any follow up questions or concerns. Again, my name is _____, and you can reach me at <phone number> or <email>.

Record Interview End Time: _____



INSTITUTIONAL REVIEW BOARD NOTICE OF APPROVAL

(Federalwide Assurance Number #0189)

PROJECT DIRECTOR: Kamala Mallik-Kane and Janine Zweig

TITLE: "Assessment of Administrative Data on Elder Abuse, Mistreatment, and Neglect "

SPONSOR AGENCY: US DOJ **PROTOCOL DATE:** Aug '11, rev. Apr '12; Jun '12; Aug '13

UI PROJECT NUMBER: 08585-000-00 **PROPOSAL NUMBER:** N/A

NATURE OF REVIEW:
(Check One) **FULL** _____ **EXPEDITED** X **EXEMPT** _____

MEETING DATE: N/A

TYPE OF APPROVAL

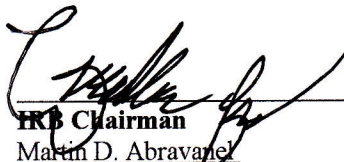
- PRELIMINARY
- FULL IMPLEMENTATION
- RENEWAL
- AMENDMENT: Modification to stakeholder interview protocol and suspension of data collection from APS.**

Please note the following requirements:

PROBLEMS OR ADVERSE REACTIONS: If any problems in treatment of human subjects or unexpected adverse reactions occur as a result of this study, you must notify the IRB Chairperson immediately.

CHANGES IN PROTOCOL: If there are significant changes in procedures or study protocol, you must notify the IRB Chairperson before they are implemented.

RENEWAL: You are required to apply for renewal of approval at least annually for as long as the study is active. Your next review date should be on or before 8/4/2014.



 IRB Chairman
 Martin D. Abravanel
 Print or Type Name

August 5, 2013

 Date

Copy: PI